Early On® Oakland Transfer of Service Coordination Directions

PURPOSE: This form is used to transfer service coordination from one service agency to another when:

a. Child is no longer eligible for services through a particular agency, but is still Early On®
eligible.

b. Child found eligible for additional services through another service provider.

Background Information

Record child's legal name, birthdate, parent(s) name, complete address and telephone number in the space provided.

Transfer From:

Record identifying information for existing Service Coordinator including agency and telephone number.

Reason for Transfer: Choose the appropriate box. If selecting "Other" please specify.

Date Effective: Record the date you received confirmation that the new Service Coordinator will be assuming Early On® service coordination. Documentation of agreement from conversation(s), email(s), reports and/or meetings must also be recorded in child's Early On® file.

Attachments: It is the responsibility of the current Service Coordinator to transfer all forms to the new Service Coordinator as appropriate. The Early On® record may be mailed.

Transfer To:

Record the name, agency affiliation and telephone number of the Service Coordinator who has agreed to accept the case.

Comments: Record any relevant comments here.

The current Service Coordinator **must** send or fax a completed Transfer of Service Coordination form to the newly identified Service Coordinator/Service Provider.

The current Service Coordinator **must** also fax a copy of this form to Early On® Oakland. Early On® Oakland will use this form **only** to update our database and will not forward the Transfer of Service Coordination form to the newly identified Service Coordinator/Service Provider. Without a completed Transfer of Service Coordination

form, the Service Coordinator on record at Oakland Schools is responsible for all reports and timelines.